

**CLASS TITLE: SENIOR PERSONNEL ANALYST**

**Class Code: 02733300**  
**Pay Grade: 26A**  
**EO Code: B**

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** In the Division of Personnel, to perform highly responsible professional work in position classification, pay plan, examination or in other major functions of the State's Merit System program and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement: work is reviewed usually upon completion for conformance to accepted techniques policies, law, rules and regulations.

**SUPERVISION EXERCISED:** As required, may supervises the work of analysts, of lower rank and clerical assistants.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In the Division of Personnel, to perform highly responsible professional work in position classification, pay plan, examination, or in other major functions of the State's Merit System program of Personnel Administration.

To ascertain the current duties and responsibilities of positions, especially those presenting classification problems of a difficult nature problems; to analyze such duties and responsibilities to determine their distinguishing characteristics through the critical examination and interpretation of the allocation factors present; and to evaluate such positions, in terms of such factors, in order to determine their relative place in the classification plan structure; to prepare written reports with recommendations for the allocation or reallocation of positions to existing or new classes of positions to prepare new or revised class specifications.

To make pay plan studies involving the collection, analysis and evaluation of salary and wage data obtained from public jurisdictions and private industry and to make recommendations, based on such data, for amendments to the classification pay plan.

To analyze, evaluate and select matter for use in the administration of written, performance, or oral examinations, or other mental and/or physical measurements for the purpose of selecting qualified personnel for the state classified service; to develop experience and education or other ratings keys for use in the evaluation and scoring of experience and education statements submitted by examinees; to review and evaluate and score experience and education or other statements to score examinations.

As required, to supervise analyst of a lower rank and other personnel assigned to assist.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of accepted principles, methods and techniques applied to position classification and examination functions in the State's Merit System of Personnel Administration a working knowledge of the organizational structure of the state government and the major functions of its various departments the ability to analyze and evaluation duties and responsibilities of positions and make recommendations for their allocation or reallocation to appropriate classes of positions; the ability to analyze and evaluate wage and salary data and make recommendations thereon for the maintenance of the pay plan the ability to select, analyze and evaluate subject matter items for use in the administration, of written, performance, or oral examinations, or combinations thereof, for the purpose of selecting qualified personnel a working knowledge of statistical concepts and methods

commonly applied in the examination process; the ability to develop and use experience and education rating keys for use in the evaluation and scoring of experience and education or other statements the ability to use clear and precise language in the preparation of written material; the ability to maintain effective working relationships with state employees and officials and the public; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration, or in Education or in one of the Physical, or Biological, or Social, or Psychological Sciences and

Experience: Such as may have been gained through: employment in a technical position involving the application of accepted principles, methods and techniques in position classifications, wage and salary administration functions and in tests and measurements, in a Merit System of Personnel Administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

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